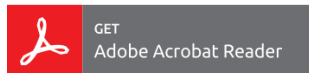


# New Application

## Real Estate / Business Settlement Agent's Licence and Triennial Certificate (Individual)

USE ADOBE ACROBAT READER WITH THIS FORM



This form is designed to be used with the FREE Adobe Acrobat Reader application.  
[Click here to download Acrobat Reader.](#) Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

### Application Checklist

Your application can only be processed if **ALL** of the relevant information and supporting documentation is provided. Use this checklist to ensure that you complete all parts of your application and have all necessary supporting documents ready to attach. Please check that:

- all sections of this form are complete;
- your Australian police check is ready to attach;
- your two (2) business references have been completed using the pro forma available on the website, and are ready to attach;
- evidence of your successful completion of a prescribed qualification is ready to attach;
- a copy of your Certificate of Insurance is ready to attach;
- payment of the prescribed fee is ready to be made.

### Duration of licence

If granted, your Triennial Certificate will be issued for a period of up to three (3) years.

### Application fee

Please refer to our website for the [current prescribed fees](#).

The total fee payable includes a non-refundable triennial certificate/licence fee and a contribution to the fidelity guarantee account. It is exempt from GST and subject to change without notice. Part payment cannot be accepted. Cheques should be made payable to the Commissioner for Consumer Protection.

**If you are submitting this form online**, you will be able to make payment using the Department's secure payment gateway.

**If you are submitting this form by post and making payment by credit card**, you must also complete the [Application Payment Form](#) and attach it to your application.

### Lodgement options

You may lodge your completed application **ONLINE** or:

#### In person

Customer Service  
Level 1, Mason Bird Building  
303 Sevenoaks Street CANNINGTON  
Hours: 8:30am to 4:30pm, Monday to Friday

#### By post

Licensing Services  
Department of Local Government, Industry  
Regulation and Safety  
Locked Bag 14  
CLOISTERS SQUARE WA 6850

### Enquiries

Licensing Advice Line: 1300 304 064  
General Enquiries: 1300 304 054  
Overseas Callers: +61 8 6251 2969  
Licensing Email: [cplicensing@lgirs.wa.gov.au](mailto:cplicensing@lgirs.wa.gov.au)  
Website: [www.wa.gov.au/organisation/service-delivery/consumer-protection-licensing-and-registration](http://www.wa.gov.au/organisation/service-delivery/consumer-protection-licensing-and-registration)

Office use only		
Total fee	Department code	Chart Description
\$	<input type="checkbox"/> SA <input type="checkbox"/> SB	<input type="checkbox"/> FRE Agents Fidelity Contribution <input type="checkbox"/> New App – Settlement Agents Individual

# New Application: Real Estate / Business Settlement Agent's Licence and Triennial Certificate (Individual)

## General Information

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In this form, 'the Act' means the *Settlement Agents Act 1981* and 'the Commissioner' means the Commissioner for Consumer Protection.

## Licence category

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Which settlement agent's licence(s) are you applying for?

- Real Estate Settlement Agent  
 Business Settlement Agent

## Details of applicant

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Salutation:  Mr  Mrs  Ms  Other, please specify

Full legal name:

**If you have been known by any other name/s, attach a separate page with full details.**

ABN:  Date of birth:  Place of birth (Town/Country):

Mobile number:  Personal email address:

**We use email/SMS for contact purposes and to send courtesy renewal reminders, so it is important that you notify the Commissioner should your electronic contact details change.**

## Residential address

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Street address:

Suburb:  State:  Postcode:

## Postal address (if different to above)

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Street address:

Suburb:  State:  Postcode:

## Address for the purpose of the Register

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**This address will be publicly available and cannot be a PO Box**

Street address:

Suburb:  State:  Postcode:

# New Application: Real Estate / Business Settlement Agent's Licence and Triennial Certificate (Individual)

## Business references

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You must provide two (2) business references using the pro forma titled [Settlement Agent Business Reference Template](#) which is available to download from our website under the heading 'Business reference'.

## Character and Fitness

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You must provide an Australian police check in your full legal name which is less than three (3) months old. Information about our [current police check requirements](#) can be found on our website.

Please answer either 'Yes' or 'No' to the following questions. If the answer to any of the questions is 'Yes', you may be contacted to provide additional information as part of the application process.

### Have/are you:

1. been convicted or found guilty of **any** offences, including convictions which resulted in a suspended sentence? Yes  No

*Include all offences which went to Court, including traffic offences. Do not include spent convictions.*

2. aware of **any** legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review? Yes  No

3. been the subject of **any** adverse findings by a Government Board, Tribunal or Agency (e.g. the Corruption and Crime Commission)? Yes  No

4. had **any** occupational licence or application refused, cancelled or suspended? Yes  No

5. been disqualified from holding **any** occupational licence? Yes  No

6. been subject to **any** disciplinary action by a licensing authority? Yes  No

7. had **any** investigations or legal proceedings commenced against you or an associated entity which may result in action being taken in relation to an occupational licence currently held? Yes  No

8. in liquidation, under official management or an undischarged bankrupt? Yes  No

9. having affairs administered under **any** bankruptcy laws? Yes  No

10. a director of a corporation, which has been subject to **any** form of insolvency administration? Yes  No

## Professional Indemnity Insurance (PII)

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In accordance with section 35 of the Act, each triennial certificate holder that is trading in their own right or acting as the person in *bona fide* control or branch manager of a licensed settlement agency must at all times be insured and hold a current certificate of insurance under the Commissioner's Master Policy Agreement. For information about obtaining insurance under the Master Policy Agreement, email Marsh Insurance Brokers at [kylie.zoghbi@marsh.com](mailto:kylie.zoghbi@marsh.com).

If you are trading in your own right, you **must** provide a copy of your current Certificate of Insurance.

If you are acting as the person in *bona fide* control or branch manager of a licensed settlement agency, you **must** attach a copy of the current certificate of insurance for the trading entity. Ensure the certificate of insurance also includes your name as the "Insured", along with the name of the trading entity.

# New Application: Real Estate / Business Settlement Agent's Licence and Triennial Certificate (Individual)

## Business / Employment information

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Complete either A or B or C only

- A** If you intend to operate as a sole trader, provide the following:

Business name  
(if applicable):

**NOTE:** A licensee who intends to carry on business under a business name must have registered that business name with ASIC under the *Business Names Registration Act 2011*. For further information or to register a business name, visit [www.asic.gov.au](http://www.asic.gov.au).

Principal place  
of business:

Branch address  
(if applicable):

Branch Manager:

**Name:**

**SA/SB:**

- B** If you are seeking a licence for the purpose of operating in the settlement industry on behalf of a different entity/agency, provide the name of the entity/agency and outline your role within that business.

Name:

Role:

- C** Not currently employed in the settlement industry.

## Financial information

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The Commissioner cannot grant a licence and triennial certificate unless satisfied that the applicant has sufficient material and financial resources available to comply with the requirements of the Act. To assist with this assessment, a credit report will be obtained as part of the application process. You must also answer/complete the following:

1. Do you believe that you have sufficient financial resources to enable you to carry on business as an agent and to comply with the requirements of the Act?  YES  NO
2. A **confidential** Statement of Assets and Liabilities:

<b>Assets</b>	<b>\$</b>
<b>Liabilities</b>	<b>\$</b>
<b>Net Worth</b>	<b>\$</b>

# New Application: Real Estate / Business Settlement Agent's Licence and Triennial Certificate (Individual)

## Qualifications

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### Qualifications for a real estate settlement agents licence

- Australian Legal Practitioner within the meaning of that term in the *Legal Profession Uniform Law Application Act 2022*; or
- An Advanced Diploma of Conveyancing

### Qualifications for a business settlement agents licence

- Australian Legal Practitioner within the meaning of that term in the *Legal Profession Uniform Law Application Act 2022*; or
- An Advanced Diploma of Conveyancing

Please provide your certificate of examination results and a copy of your qualification or verification letter from the registered training organisation. In respect of a legal practitioner, a current practicing certificate must be provided.

## Experience

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### This requirement does not apply to legal practitioners

Under Schedule 1 of the Act you are required to have **two (2) years continuous full-time experience** in arranging and effecting settlements of real estate and/or business transactions during the period immediately prior to the application.

In the box on the following page, provide the details of your practical experience in effecting settlements relevant to your application. This should include:

- the name of, length of time with and the position held with your current employer (list of duties undertaken)
- confirmation of full-time or part-time employment (if part-time, state days and hours of employment)
- if employed in this position for less than two (2) years, details of previous place/s of employment, position/s held and an extensive list of the duties undertaken
- the number of settlements that you personally have undertaken during the last two (2) years, the type of settlements effected (house/land, business etc.) and the aspects of the settlements undertaken
- if applicable, details about any workshops or courses that you have attended during the last twelve months which directly relate to the settlement profession

# New Application: Real Estate and Business Agent's Licence and Triennial Certificate (Individual)

## Experience (cont.)

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Provide details of your practical experience in the box below:

## Authorisation and Declaration

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In order to assist with the determination of this application, I authorise the Commissioner, or persons so directed, to obtain on my behalf any document, record, file or information that may be necessary and relevant to consider my fitness and propriety to hold a licence, including but not limited to records relating to my criminal history or current/previous occupational licences or other relevant information.

I confirm I understand fully the duties and obligations imposed on myself under the Act, Regulations, and associated Code of Conduct.

I understand that providing false or misleading information to the Commissioner or Chief Executive Officer is an offence under section 111A of the Act.

Applicant's full name:

Signature:

Date: